

DEPUTY DIRECTOR OF PUBLIC WORKS FOR UTILITIES

GRADE: 30

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Deputy Director of Public Works for Utilities performs complex professional and administrative work assisting in the direction of the City's Department of Public Works. The Deputy has principal responsibility for the City's Water and Sanitary Sewer Utilities that serves approximately 75% of City households. Work involves responsibility for planning, organizing, and directing a widely diversified Public Works Utility program including the design, operation and maintenance of the City's water and sewer infrastructure; budget and rate setting for each utility which operate as enterprise funds; coordination with other City Departments, Maryland Department of the Environment and Washington Suburban Sanitary Commission; and recommendation for City utility policies. The work requires a well-developed sense of timing and strategy and the ability to participate in difficult negotiations and to interpret policies and procedures. Substantial independent judgment is allowed with major individual impact and responsibility for the accountability of end results. The incumbent supervises the Water Plant Superintendent and provides management in a matrix organization for the water and sewer distribution systems and assists the Director with other facets of the Department.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages through subordinates and others in a matrix organization the operations, maintenance, repair, planning, design, engineering, inspection, construction, and scheduling of all facets of the water and sewer systems.
- Works with staff to determine project and program goals, performance measures, and program adequacy; evaluates facility needs; and establishes appropriate levels of maintenance.
- Coordinates activities with other City departments, and with outside agencies and committees.
- Prepares the departmental water and sewer budgets with assistance of subordinates and supervises water and sewer accounting and financial procedures.
- Oversees the development of the capital improvement programs and rate analysis for the water and sewer programs.
- Prepares special and regular reports, procedures, policies and other documents relating to water and sewer programs.
- Advises the Director on matters relating to water and sewer utilities. Briefs the Mayor and Council and the City Manager on matters relating to water and sewer programs.
- Responsible for assessing and determining the Water and Sewer needs of the City. Manages a team of engineers, water and sewer workers, and inspectors in various divisions in the Department on water and sewer matters.
- Initiates, develops, plans, monitors and manages citywide and neighborhood Public Utilities projects and programs.
- Projects and programs include waterline flushing, water shutoffs, sewer overflows, and water/sewer rehabilitation projects etc.
- Coordinates these efforts with other City, County and State Departments, civic associations, school board, etc.
- Works with Division Chiefs to get input into the water and sewer programs.
- Assists the Director with other Public Works matters within the Department.
- Directs the Department in the absence of the Director.
- Performs other work as required.

QUALIFICATIONS:

Required Training and Experience:

A bachelor's degree from an accredited college or university in civil engineering and at least six years of progressively responsible administrative and supervisory experience with major responsibility in a City, County or Military Public Works/Utility Department with water/sewer responsibility or water/sewer authority. A master's degree in a related field and Professional Engineer License preferred. Possession of a driver's license valid in the State of Maryland.

Preferred Knowledge Skills and Abilities:

- Comprehensive knowledge of the philosophy, principles, objectives and repetitive practices of municipal water and sewer programs.
- Comprehensive knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining a diversified Public Utilities program and maintaining Public Utilities facilities, infrastructure and related equipment.
- Considerable knowledge of available resources, and limitations of a city government.
- Knowledge of Public Utilities operations.
- Knowledge of other Public Works operations including but not limited to traffic control and flow, street construction and maintenance, infrastructure, recycling and refuse, and storm water management.
- Considerable knowledge of acceptable Public Utilities construction maintenance practices.
- Ability to plan and direct major and minor projects and programs.
- Ability to plan, organize and direct the activities of a large group of professional and paraprofessional Public Works personnel engaged in widely varied Public Works activities.
- Ability to establish and maintain effective working relationships with associates, part time and full-time employees, groups and individuals interested in Public Works matters, and other departments and agencies.